



Bishop Mackenzie
International Schools

BMIS Board Meeting

25th March 2014 in the Library at 6.30pm

OPEN SESSION

Agenda

1. Approval of Minutes and Matters Arising from Board Meeting on 25th February 2014
2. Board Decisions, Strategic Aims and Priorities
 - a. AGM and Revised Constitution
 - b. Language options – PH
 - c. Board Elections and Co-opted positions
 - i. Co-opted replacement for Sander
3. Informational Reports
 - a. Director's Report
 - b. Head of Secondary's Report
 - c. Head of Primary's Report
 - d. Business Manager's Report

Attachments:

- 1 Revised Constitution
- 2 Language provision and options (Secondary)
- 3 CV for co-opted Non Malawian Tax Payer

Director's Report

25th March 2014

Strategic Issues and Board Decisions

Annual General Meeting

The AGM is being held on Wednesday 26th March at 6.30pm in the Hall. The agenda will include:

- Introduction from the Chair
- Audited accounts
- Director's review of priorities, including the potential to revise the Constitution.

Language Options

Please see the attachments. Paul Harrison will present some salient points in the meeting.

Informational Report

Staffing Update

Teacher staffing is almost complete. There is one secondary mathematics position still outstanding, but this has been offered to a candidate and we are just waiting for confirmation of acceptance. In Primary Y6 is the only vacant yeargroup with all other positions filled.

Library Development

The floor slab is now being laid. Good progress has been made and no issues arising from the project.

Teacher Accommodation

Draft plans have just been received from SR Nicholas, which will be distributed during the meeting. These will need to be reviewed by the Board and with a selection of teachers to gain feedback. A meeting with National Bank was convened to look in broad terms at the financial feasibility of securing a loan. National Bank representatives are now reviewing the proposal and will revert back with some outline figures. Obviously other banks can be approached, but it is useful at this stage to understand whether it is a project that they are likely to want to support.

Primary School Report

Enrolment- Primary School-Number on Roll- March 24th 2014- 433

Recruitment

We are now looking through applications which are still coming in for the two remaining vacant positions in the Primary School. We are currently seeking to recruit two PYP trained and/ or experienced teachers for Year 6.

ISA Teacher Findings and Diagnostic Planning

In October 2013 the ISA standardised tests were completed by Year 5 and Year 6 students in the Primary School. Soon after the results came out meetings were arranged for the Year 5 and 6 teachers to discuss the findings and begin the process

of identifying strengths and weaknesses in our curriculum and developing some sort of diagnostic plan.

The information collected has now been passed to the Educational Support department to analyse in more detail. They will be having meetings with the year group teachers and will be gathering their findings together. We will then all be meeting to prepare a report for the board on this year's results. I hope to present this to the board in April or May.

Year 6 PYP Exhibition- Progress and Problems

Planning for the Year 6 PYP Exhibition is going well. Most groups are well focussed and mentors are regularly meeting with the groups to direct inquiry and make sure everyone is on task.

Whilst most parents attended the introductory meeting and understood the importance of continuous schooling during the exhibition process, it is disappointing to find that a number of parents have requested extended Easter breaks or other periods of absence for holidays and family events during this exhibition preparation time. The students concerned are not only missing valuable research time but are also letting down members of their group.

PYP art Exhibition and Music Assembly

On Friday 22nd March we held our PYP Music and Art Assembly. This assembly was the official opening of the PYP Art Exhibition. Our Guest of Honour at the assembly was Ambassador Jackson from the United States Embassy. The Exhibition was put together by Mrs Niru Kharkhanis our Primary Art Specialist. The musical items in the assembly were arranged and directed by Mr Brian Thom, our Primary Music Specialist.

The exhibition has been open for two days- Monday 24th March and Tuesday 25th March and all primary school classes have visited. Many parents have also visited.

PYP - Re -Authorisation Planning

In preparation for our PYP evaluation visit in April 2015 (15th to 17th), primary school teachers have now formed committees to collect data for this visit.

All committees are working collaboratively and a great deal of information has been collected.

Secondary School Report

Languages in the MYP and DP

Language provision in the MYP and the DP follows a structure defined by IB standards and practices (as does the PYP). BMIS language policy ensures that our language provision meets those standards and practices. IB programmes require students to continue to develop a first language (sometimes referred to as "mother tongue" or "home language") and to acquire a second (modern) language. In the MYP and the DP these are designated as Language A and Language B respectively.

Historically, BMIS has offered a language diet of English A and French B to students in Years 7-13, with a Spanish *ab initio* (lit: "from the beginning") course for students in Years 12-13 who could not study French B. In

2013-14 we began offering Spanish B in the MYP as an alternative to French B. The decision to offer Spanish was based on advice for the restructuring of the language provision at BMIS from the MYP consultation visit of 2012, the existence of Spanish in the DP and the presence of a Spanish teacher already employed at the school. In August 2015, we hope to offer Spanish B in Years 12-13 for students exiting the Spanish B programme in the MYP. (Further expansion of the MYP and DP Language A programme to include more mother tongue courses, and of the Language B programmes to offer other modern languages, is a distinct possibility in the future.)

English as an Additional Language (EAL) support is provided for students who require help with English language acquisition so that they can function independently in mainstream class rooms. Learning support is provided for students with learning difficulties in many areas, including those that affect language acquisition/development.

Attached to this report is a detailed synthesis of information about the MYP and DP language programmes at BMIS. I have also attached a copy of the BMIS language policy, and the results of the languages survey we conducted in the school in 2011-12 that helped define that policy. Also a copy of the current EAL handbook for parents that describes EAL provision in the secondary school. Apart from the results of the survey, all of this information is available to parents in our BMIS publications, and through the school website.

MYP Update

Monitoring of assessment samples were submitted to the IBO at the end of February.

A meeting for parents of Year 6 students was held on 12th March and the first BMIS handbook for the MYP published. The meeting was well attended and included parents who are currently not members of the BMIS community. The meeting was presented by Louke van Hasselt, MYP Coordinator.

DP Update

Internal assessment samples will be submitted to the IBO at the end of this term as part of the final preparations for the examinations that begin in May.

A meeting for parents of Year 11 students was held on 5th March and the new handbook for the DP published. The meeting was well attended and was presented by Paul Johnson, DP Coordinator, and Mrs Maeve Stevenson, College Counsellor.

ManageBac

ManageBac training is scheduled to take place on Monday 31st March.

ISA Results

I have held meetings with the heads of mathematics and English, and the pastoral coordinators, to discuss the ISA results for the past three years. Our aim is to further inform our learning support for individual students and to help us with the continuing development of our curriculum. I expect to be able to provide a report to the Board at the April meeting.

College Counsellor

Mrs Stevenson attended a conference at the New York University campus in Abu Dhabi earlier this month. I have attached a report from Mrs Stevenson about the visit. (We were also able to arrange for an invitation to be extended to Mrs Teri Green, who will be taking over as college counsellor from Mrs Stevenson in August.)

Student Council

The secondary student council has contacted and visited a local school (New Glynn Jones secondary school), with a view to providing support for the student body at the school. I visited the school with Mrs Begizhanova and the president and vice-president of the student council at the end of February, and the other three returned last week to follow-up with suggestions for support. The student council are hoping this project will lead to support for other local schools in the future.

ESL in the Mainstream

Training for the first group of secondary teachers through the "ESL in the Mainstream" course has now been completed. The training comprised 9 sessions of classes (140 minutes each session), homework assignments

and application of best practise in the classroom. The course tutor, Mrs Begizhanova, is now planning to do follow-up mentoring sessions with individual teachers to help them further assimilate their learning into their classroom activities.

Training for the next group of secondary teachers will be held in Term 1 of 2014-15. By the end of this second course, we will have achieved our first goal of the training, whereby all of the existing secondary teachers will have been through the course. Teachers are then better positioned to support language acquisition for second language learners in their lessons. It is our plan to run the course once each year for new teachers only from 2015-16.

Administrative Report

Finance

2012/13 External Audit

- Final copies of Audited Financial statements were signed for by the Chairman and the Treasurer of the Board on 21/03/2014 before subsequently being circulated to the BMIS community in readiness for the AGM of 26/03/2014.
- A surplus of K 63 888 756 was reported.

Invoicing and debtors:

Total invoiced on for the month; K 286 411 187

Amount paid as of 21/03/2014; K 100 022 128

Amount outstanding as of 21/03/2014; K 186 389 059 (65.08%)

(Exchange rate used; K 417 = \$ 1, Due date; 28/03/2014, Reminders; 21/03/2014 and Exclusions; 02/04/2014)

Liquidity:

Bank balances as of 21/02/2014;

- Malawi Kwacha accounts (STD, Nedbank & NatBank); K 15 623 877.71, K 9 775 604.84 & K – 61 986 687.99 [Total = K – 36 587 205.44]
- US Dollar accounts (STD, Nedbank & NatBank); \$ 490 698.91, \$ 30 786.18 & \$ 239 995.49 [Total = \$ 761 480.58]
- Euro account (STD bank); € 170 245.58
- Pound Sterling account (STD bank & Nedbank); £ 12 855.49 & £ 822.01 [Total = £ 13 677.50]

School is in the process of arranging for a K 60m permanent O/D facility with Nedbank and such is expected to be in place by 01/04/2014.

TEVET levy

- No response has been received yet on an earlier application for reimbursement of expenses incurred on foreign visiting trainers/facilitators.

School Credit cards

National Bank is still revisiting the issue with regard to the school's application for the same.

Tuck-shop / Cafeteria Operations

For the period between 01/08/2013 to 21/03/2014;

- Sales; K 22 670 305.00
- Cost of goods sold; K 15 978 147.25
- Gross profit; K 6 692 157.75 (29.5% margin, 28.9% in Feb)
- Administrative expenses; K 5 791 273.04 (utility bills and transport costs are estimated while the rest are actual)

- Net profit; K 900 884.71 (3.97% margin, 4.35% in Feb)

Security

- No major incident was reported during the months of March 2014 as far as the school campus is concerned.
- Preliminary works for P/A system installation started on 21/03/2014 and will mostly be done in afternoon hours and weekends so that disruptions to student's activities are kept to a minimum. Kenny Electronics is working on the project.
- CCTV installation that is being handled by Safe-lock Security is still waiting for materials imported from South Africa.